



JOB DESCRIPTION

Position Title: **Senior Coordinator**

Working Area: **Utilities Maintenance**

Class Code: 5310

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Supervisory work coordinating the maintenance and repair of County owned water and wastewater treatment plants, pumps, controls, electrical systems, and related equipment.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Supervises assigned personnel in the installation, maintenance, repair, and/or renovation of water and wastewater facilities. Supervises and maintains the division's preventative and predictive maintenance and emergency operation programs including the maintenance of accurate program files.

Performs general and major overhaul and repair work on wastewater and water pumps. Inspects, lubricates, adjusts, and replaces necessary units and related parts.

Initiates purchase requisitions and receives purchase materials for operation and maintenance use and delegates these responsibilities to appropriate personnel as necessary.

Develops, administers, and maintains an inventory control program of parts, supplies, tools, and equipment purchased/used in the collection, treatment, and distribution facilities.

Reviews engineering plans and specifications for system improvements.

Participates in the selection of Engineering Consultants and development of project specific scope of services.

Responds to emergency situations on a 24-hour basis and makes independent judgments on emergency actions, equipment, and personnel required.

Repairs and maintains chlorination systems. Designs and installs electrical and mechanical systems.

Initiates and effectively recommends to the division, for final approval by the department director, for hiring, termination, performance evaluations, disciplinary, and/or commendatory actions for assigned personnel.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge of the construction, assembly, adjustment, and maintenance of a wide variety of pumps, motor starters, electronic control circuits, chlorination equipment, all types of hand and power tools.

Ability to effectively plan, organize and supervise subordinate personnel. Ability to communicate effectively both verbally and in writing. Ability to operate heavy equipment to include, backhoe, scraper, ditch witch, front-end loader, and other similar equipment used by the division.

Skilled in the application of mechanical maintenance methods and techniques used in the water and wastewater treatment field.

High School Diploma or GED and five (5) years' experience in electrical and mechanical maintenance work. Prefer completion of a Florida Pollution Control Association approved vocational class that is specific to the maintenance of water and wastewater equipment. Voluntary licensure for water distribution and water collection/transmission systems is desirable.

Must possess and maintain a valid Florida Commercial Driver's License, Class "B", with "N" endorsement.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most office duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking. Must be able to climb a minimum 20 foot vertical ladder and lift heavy objects.